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DEFENSE INTELLIGENCE AGENCY INSTRUCTION
NO. 55-1

HEADQUARTERS DEFENSE
INTELLIGENCE AGENCY
WASHINGTON, D.C. 20301
27 September 1965

INTELLIGENCE

* DEFENSE INTELLIGENCE PHOTOGRAPHIC SERVICES OFFICE (U) *

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* 1. (U) PURPOSE: This instruction sets forth basic responsibilities
involved in the operation of the Defense Intelligence Photographic Services
* Office by the Defense Intelligence Agency. *

2. (U) REFERENCES:

a. SecDef Memo for the Director, DIA, "Plan for Photographic Intel-
ligence in the Defense Intelligence Agency," 12 August 1963.

b. DoD Directive 5105.21, "Defense Intelligence Agency," 1 August
1961, as amended.

3. (U) SCOPE: This instruction applies to all DIA elements and activities.
Additionally, it is intended to furnish guidance for use by Department of
Defense intelligence activities not assigned to DIA.

4. (C) RESPONSIBILITIES:

* a. The Defense Intelligence Photographic Services Office of the DIA
Production Center under the Assistant Director for Processing is assigned
the responsibility for operation of a library of mapping, charting, and
intelligence photography and a photographic laboratory. *

* b. The Defense Intelligence Photographic Services Office will be the
central depository and office of record for original film of all aerial
and ground mapping, charting, and intelligence photography under the
Department of Defense and will maintain reference indexes thereto. *

This instruction supersedes DIAI 55-1, 24 November 1964. Changes are
indicated by asterisks in the margin.

OPI: DIAAP

<p>GROUP-3 Downgraded at 12 year intervals; not automatically declassified</p>
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DIA review completed.

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- * c. The Defense Intelligence Photographic Services Office will provide library facilities to support the requirements for mapping, charting, and intelligence photographic information of the Secretary of Defense, the Joint Chiefs of Staff, the Defense Intelligence Agency, the Unified and Specified Commands, and the Military Departments. *
- * d. The Defense Intelligence Photographic Services Office will provide laboratory facilities to support the requirements for mapping, charting, and intelligence photography of the Secretary of Defense, the Joint Chiefs of Staff, and the Defense Intelligence Agency, and will assist in meeting the external support requirements of the Unified and Specified Commands, Departmental mapping, charting, and intelligence organizations, and other users as authorized. *
- * e. Organizations within the Department of Defense and the Military Departments are required to furnish, on a timely basis, original film of mapping, charting, and intelligence photography, indexes, and related materials to the Defense Intelligence Photographic Services Office for permanent retention. Until final DIA instructions are promulgated, such organizations are requested to follow existing Service regulations or interim DIA guidance governing the use and transfer of such materials. *
- * 5. (C) SERVICES AVAILABLE: The Defense Intelligence Photographic Services Office will provide the following: *
- a. A central depository and office of record for original film of mapping, charting, and intelligence photography under the Department of Defense. Such film holdings include all types of imagery, aerial and ground, of intelligence and of mapping and charting interest. [REDACTED]

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[REDACTED] Film holdings of ground and aerial photography include information report (IR) film originating from sources available to the Department of Defense and the Departments of the Army, Navy, and Air Force.
- b. Reference indexes of mapping, charting, and intelligence photography incorporating automated storage and retrieval.
- c. Space and facilities where authorized users may conduct research.
- d. Specifications and standards for accessioning, indexing, processing, distributing, and disposing of mapping, charting, and intelligence photography in coordination with the Military Services and the Unified and Specified Commands.
- * e. A photographic laboratory facility. Photographic laboratory products available to authorized users through the Defense Intelligence Photographic Services Office are as follows: *

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- (1) Contact prints.
- (2) Enlargements.
- (3) Rectified prints.
- (4) Film positives and negatives.
- (5) Copy negatives (reproductions of original materials).
- (6) Color service and motion picture reproduction.

6. (U) PROCEDURES: The following guidance is provided for activities requiring photographic services from the Defense Intelligence Photographic Services Office:

a. Authorized research personnel will be assisted at the Defense Intelligence Photographic Services Office at 1221 S. Fern Street, Arlington, Virginia. The present indexing system for aerial photography is oriented toward ascertaining coverage of specific foreign areas by use of geographic coordinates. Standard Indexing System (SIS) Plots are maintained. This system was partly automated by January 1965.

(1) Information report (IR) photography is presently recoverable primarily by IR number. An index permitting automatic selection by area and subject is under development.

(2) The Defense Intelligence Photographic Services Office will provide limited special research support in connection with DIA quick response intelligence photomaterials requirements. Selection of photography best suited for support of programmed requirements must be accomplished by substantive specialists who will use such photography.

b. DD Form 1505, "Request for Photographic Services" (enclosure 1), should be used in ordering photographic reproduction services from the Defense Intelligence Photographic Services Office. Specific instructions for the use of this form are found in enclosure 2. Organizations requesting reproduction services from the Defense Intelligence Photographic Services Office should submit requests directly to the Defense Intelligence Agency, Washington, D.C. 20301, ATTN: DIAAP-1L; such organizations are requested to review all orders for essentiality. In the interest of rapid service, the Defense Intelligence Photographic Services Office, as necessary, may request organizations to accept a loan of DIA film and to perform needed reproduction therefrom.

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* c. The Map Information Office, Geological Survey, U.S. Department of
 * the Interior, maintains current information on photographic coverage of
 * the United States and its territories and possessions. Queries regarding
 * these areas should be directed to the Map Information Office. Queries
 * for photographic support from other such non-DoD U.S. Government agencies
 * should be sent directly to the agency concerned.

7. (U) EFFECTIVE DATE: This instruction is effective as of the date of publication.

FOR THE DIRECTOR:

OFFICIAL:

Eschol M. Johnson
 ESCHOL M. JOHNSON
 COLONEL, USAF
 ACofS/Administration

ALLAN L. REED
 REAR ADMIRAL, USN
 Chief of Staff

2 Encls

1. DD Form 1505

2. Instructions for use of DD Form 1505

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DD FORM 1 NOV 64

REQUEST FOR PHOTOGRAPHIC SERVICES

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INSTRUCTIONS FOR USE OF DD FORM 1505

DD Form 1505 will be used to order both aerial and ground, including IR (Information Report), photography. Requests for aerial and ground photography, however, will not be combined on the same order. Additional guidance for use of this form follows:

- a. When ordering aerial photography, the flying organization, project, or mission number, date, focal length, roll and camera position, and exposure numbers will be identified in the space provided. A separate block is provided for special instructions.
- b. When ordering Information Report photography, a separate DD Form 1505 will be used for each IR. State IR number, date, and exposure numbers.
- c. Numbers of prints desired from each negative will be specified.
- d. The form will be submitted in six copies.
- e. The program for which photography is being ordered will be designated in the block entitled "Program." Examples of programs which should be identified are: National Intelligence Survey (NIS), Air Target Materials (ATM), and Tactical Commanders Terrain Analysis (TacCTA).
- f. DD Form 1505 is designed to be processed as an unclassified document; requesters finding it necessary to incorporate classified information will exercise caution to indicate appropriate classification.

DIAI 55-1 ENCLOSURE 2

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THIS PAGE IS UNCLASSIFIED

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		<input checked="" type="checkbox"/> CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief Dept Br.		CS
2	(2 copies)		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION	SIGNATURE
Remarks:			
For retention			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Chief GR			14 Oct
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